

## SEATTLE FIRE DEPARTMENT

### Information Bulletin #2005-1



## Fire Safety & Evacuation Plans

Chapter 4 of the 2003 Seattle Fire Code requires that fire safety and evacuation plans be developed for a variety of occupancies. This bulletin outlines the general requirements of these plans. Plans for high rise, public assembly and multi-residential occupancies are detailed in separate bulletins.

### Occupancies Requiring Plans

- Group A: .....assemblies with more than 100 persons.  
Group B: .....businesses with more than 100 persons.  
Group E:.....educational  
Group H: .....hazardous processes  
Group I:.....institutions such as hospitals, care facilities, corrections facilities  
Group M: ....retail stores, markets  
Group R-1: ..residential such as hotels, boarding houses  
Group R-3: ..residential such as family daycares

- Primary and secondary evacuation routes.
- Areas of refuge.
- Location of manual fire alarm boxes.
- Location of portable fire extinguishers.
- Location of occupant-use hose cabinets.
- Location of fire alarm controls.

### Plan Maintenance

Fire safety and evacuation plans should be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.

### Make the Plan Available

Fire safety and evacuation plans should be kept available in the workplace for reference and review by employees, and copies should be furnished to the fire department upon request.

### Fire Safety & Evacuation Plans

Fire safety and evacuation plans are required to include the following:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. The preferred and any alternative means of notifying occupants of a fire or emergency.
3. Identification and assignment of personnel responsible for carrying out duties in response to a fire emergency.
4. Procedures for personnel carrying out duties in response to a fire emergency.
5. The procedure for reporting a fire or other emergency to the fire department.
6. Procedures for accounting for employees and occupants after evacuation has been completed.
7. Floor plans indicating the following:
  - Occupancy assembly point.
  - Exits.

### Emergency Evacuation Drills

Some occupancies that are required to complete a fire safety and evacuation plan are also required to conduct emergency evacuation drills to practice the plan. The schedule on which these drills should be conducted are:

Group A	..... Quarterly	..... Employees
Group E	..... Monthly	..... All occupants
Group I	..... Quarterly/shift	..... Employees
Group R-1	.... Quarterly/shift	.... Employees
Group R-4	.... Quarterly/shift	.... Employees

Records shall be maintained of required emergency evacuation drills and include the following information:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Staff members on duty and participating.
5. Number of occupants evacuated.
6. Special conditions simulated.
7. Problems encountered.
8. Time required to accomplish evacuation.

In buildings that have a fire alarm system, emergency evacuation drills should be initiated by activating the fire alarm system. For buildings whose alarm systems are monitored by an offsite monitoring company, the person in charge of the drill should notify the monitoring company in advance of the drill in order to prevent a fire department response when the alarm activation. There is not a need to notify the fire department.

### Employee Training

Employees should be trained in the fire emergency procedures described in their fire evacuation plan. Employees should receive training in the contents of the fire evacuation plan and their duties as part of their new employee orientation and at least annually thereafter. Records should be kept which document this training.

Employee training should include the following:

- Fire prevention training—information on the fire hazards to which they are exposed and instruction in how to prevent fires.

- Becoming familiar with the fire alarm and evacuation signals, their duties in the event of an alarm, evacuation routes, areas of refuge, assembly areas, and procedures for evacuation.
- Any employees assigned fire fighting duties should be trained to know the locations and proper use of portable fire extinguishers, and the protective clothing or equipment required for its safe and proper use. Additional requirements may apply from other regulating agencies.

Additional information on developing fire safety and evacuation plans is available from the Seattle Fire Department Public Education Office at 206-386-1337.

### Additional Resources

Other Seattle Fire Department Information Bulletins that may be helpful are:

#963 .....**High Rise Building Fire Drills**

#967 .....**Evacuation Procedures for  
Places of Worship**

#984 .....**Emergency Procedures for  
Multi-Residential Buildings**

#2001-1 .....**Emergency Operations Plan**

#2003-4 .....**Fire Emergency Procedures for  
Public Assemblies**